



## **TDOT Civil Rights Director**

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**July 2, 2013**

### **Position Opening**

The Tennessee Department of Transportation (TDOT) is accepting applications for the Director of Civil Rights. Application for the Director position requires completion and submission of the following two items:

1. Letter explaining applicant interest in the position
2. Résumé that is a maximum of two pages

The two items should be emailed to Delaine Linville, Director of Human Resources, by 5:00 p.m. Central Daylight Time on July 19, 2013.

Please forward all questions about the position opening to [Delaine.Linville@tn.gov](mailto:Delaine.Linville@tn.gov) or call 615-532-6795.

### **Summary**

Under general supervision, manages and directs the civil rights functions within the Tennessee Department of Transportation. The Civil Rights Director is responsible for the enforcement of federal, state, and local rules, policies, and laws that prohibit discrimination on the basis of race, color, national origin, sex, disability, religion, and age in employment and the provision of government services. The Director is responsible for ensuring that recipients of funds from TDOT conduct their Federal assisted programs and activities in a non-discriminatory manner. This is an Executive Service position that reports to the Chief Financial Officer/Deputy Commissioner of Administration and supervises a staff of 20.



## **Essential Job Duties**

The Civil Rights office includes three programmatic areas: Title VI, Disadvantaged Business Enterprise, and Equal Employment Opportunity.

### **1. Provides Overall Leadership and Direction for Division**

- Directs the development, interpretation, and enforcement of civil rights policy and procedure and ensures compliance with all federal requirements including, but not limited to: Title VI and VII of the Civil Rights Act of 1964.
- Develops and administers the Department's Affirmative Action Plan.
- Directs an extensive outreach and communication program to ensure access to information regarding the public's ability to conduct business with TDOT.
- Maintains relationships with local, state, and federal partners in the advancement of the business of the division.
- Establishes expectations and accountability for division employees.

### **2. Manages Staff**

- Hires or delegates and approves hiring of staff; interviews job candidates; disciplines/terminates or approves discipline/termination of individuals following TDOT and State of Tennessee guidelines and policies.
- Ensures the professional development of staff; trains or oversees training of staff; provides developmental opportunities and monitors progress for direct reports.
- Administers or oversees administration of TDOT and State personnel policies and procedures.
- Assigns and oversees work; develops job performance plans with subordinates; monitors work progress and quality; coaches staff concerning job performance; provides feedback; completes annual performance reviews; oversees supervision by subordinates.
- Communicates policies and direction to staff through staff meetings, written communication, and individual meetings.

### **3. Maintains Industry Knowledge**

- Interacts with other Department of Transportation professionals through direct contact with counterparts in other states and participation in professional associations.



### **Leadership and Technical Competencies Required**

In addition to the technical expertise required of this position, leadership competencies important for successful job performance include:

1. Strategic Thinking/Process Improvement
2. Problem Solving/Decision Making Skills
3. Interpretive and analytical skills
4. People Management and Development
5. Accountability
6. Communication Skills
7. Integrity and Trust
8. Interpersonal Skills

### **Physical Requirements and Work Environment**

The incumbent works in an office environment most of the time. Moderate local and overnight travel by auto or airplane is necessary.

### **Minimum Qualifications**

Preferred Education and Experience: The minimum required knowledge, skill, and abilities to satisfactorily perform job duties are normally acquired through graduation from an accredited college or university or an Attorney licensed to practice law with the State of Tennessee.

Candidates should have extensive knowledge of state and federal laws, regulations, and policies related to governing Equal Employment Opportunity, Title VI and the development and management of Affirmative Action Plans. Additionally, candidates should have proven administrative ability and a well-founded reputation and management performance for at least seven (7) or more years.

The Tennessee Department of Transportation is an Equal Employment Opportunity Employer.